

Town of Chester Public Library Board of Trustees

Meeting Minutes

June 16, 2021

1. Roll Call

Trustees - Vanessa Hutton, Linda Hales, Bob Walp, Judy Patterson, Noelle McCrum, Ryan Hutton

Library Director - Alma Alvarez

Town Board - Absent

Friends of the Library - Linda Taverni

The meeting was called to order by Vanessa at 7:03 PM. The meeting was held in the Chester Library.

Vanessa reported that the Directors and Officers Liability Insurance for the Library Trustees is provided by the Town of Chester and has been provided for the last 25 years.

2. Approval of Minutes

A motion to accept the minutes of May 19, 2021 was made by Judy and seconded by Vanessa.

3. Directors Reports

Friends – Linda reported that Friends sold a lot of books and raffle tickets at the recent Farmers Market. The wine tasting is on track to be held September 12 at the Friends Lake Inn.

FOL – Budget Adjustment – A motion was made by Linda H. to remove \$7,259.00 from the Fund Balance. Ryan seconded the motion and the motion passed unanimously.

Not for Profit – It was determined that the library is not a Not for Profit organization. We fall under the Town's EIN number. We don't pay taxes because we are part of the town's government. We need to get Tax Exemption certificate.

Reopening Status – All restrictions are off. Businesses can make their own rules. Unvaccinated individuals and children under 12 must wear a mask. There will be no in-person programs this summer. Toys will continue to be removed from play areas in the library. The social area will return and groups will be permitted to meet in the library. Signs will be put up to encourage social distancing and the wearing of masks.

Bob made a motion to accept the Revised Phased 4 Opening Guild Lines and Linda H. seconded the motion. The motion passed unanimously.

Development Committee – Linda reported that the SALS Grant is for Trustees and Staff. Trudy Walp stated that the Drop Box is where we need our training. A motion was made by Linda H. to use the 2020 SALS Grant for training. Vanessa seconded the motion. The motion passed unanimously. A Networks Workshop was planned for Thursday, June 24 at 5:00 pm. Participants should bring their devices and passwords.

Facility Committee – Bob reported that he has two estimates for the library windows. One from Jim's Glass and Chris Campbell. So far he hasn't heard from Alldice. The library's outside sign

needs a paint job or needs to be replaced. A question about air filters was asked. John Nick will be asked about the price of air filters.

Financial Committee – A motion was made by Vanessa to put all \$80,000 that's in the checking (from the donated housed) into the ADK Foundation. Linda seconded the motion and the the motion passed unanimously.

New Business

Policy – A discussion was held about removing late fees for books and DVDs from the library. A motion was made by Linda H. and seconded by Vanessa to drop late fees. The motion was passed unanimously.

Financial Officer Oversight – A discussion was held over the language of the F.O. responsibility about how the director spends the donated by monies from the Friends of the Library. It was decided to send back to the Policy Committee the wording of the by laws concerning this issue. It is hoped that better wording will make the issue less confusing.

Election of New Trustee – Prior to the meeting an interview was held to meet Greg Gross. A vote was taken to accept Greg as a new Trustee for the Chester Library. The vote was unanimously.

Judy Patterson was thanked for her five years of service to the library. This was her last meeting.

Next meeting is August 18, 2021. It will be held at the Town Hall.

Adjournment – Vanessa made a motion to adjourn the meeting at 9:22 pm. It was seconded by all. The motion passed unanimously.

Respectfully Submitted,

**Noelle McCrum
Library Board of Trustees
Town of Chester Public Library.**

